

Quality Inspector/Auditor

Strategic Work:

- Recommend improved systems, policies, and procedures for the Inspection Services Department
- Establish excellent relations with States and HUD to ensure we are respected as a leader and partner.
- Ensure all applicable NTA procedures are consistently followed in the execution of inspection jobs.
- Continually identify and pursue opportunities for process improvements within the Department and NTA.
- Promote effective communication throughout the organization. Identify opportunities and recommend actions that will enhance communication among all employees.
- Contribute on an ongoing basis, insights and ideas for resolving repetitive issues as they arise in the field by establishing and maintaining a consistent line of communication with Inspection Managers.
- Perform other duties, responsibilities and special assignments as directed by the Regional Inspection manager.

Tactical Work:

- Perform regularly scheduled in plant audits as requested by Regional Inspection Manager.
- Perform on site scheduled audits as requested by Regional Inspection Manager.
- Perform product sampling as requested by Regional Inspection Manager
- Continually monitor client's implementation of approved quality systems.
- Continually evaluate and communicate status of each client's quality system to the Regional Inspection Manager.

Requirements:

Preferred Education:

- High school diploma or equivalent

Preferred experience:

- Two years' experience working in building construction, building code enforcement or performing quality assurance audits